



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

## JOB DESCRIPTION

### DIRECTOR OF SPECIAL PROJECTS

#### **QUALIFICATIONS:**

1. School Administrator's certification required.
2. Project and process management experience.
3. Data analysis experience.
4. Grant writing experience.
5. Knowledge of and experience with technology application in a school setting.

**REPORTS TO:** Board of Education

**JOB GOAL:** To review and provide guidance, advice, and leadership on final drafts of prepared grants prior to submission and to advise the Board on technology initiatives.

#### **PERFORMANCE RESPONSIBILITIES:**

1. To be available by telephone and e-mail at mutually-agreed-upon times to advise and guide district administrators in the writing of grants.
2. To be available by telephone and e-mail at mutually-agreed-upon times to advise and guide district administrators in pursuit of technology initiatives.
3. To attend conferences, seminars, and events at other institutions, and meet with other professionals, in order to enhance the director's ability to provide effective guidance to grant writing personnel.
4. To attend conferences, seminars, and events at other institutions, and meet with other professionals, in order to enhance the director's ability to provide effective guidance to district personnel in pursuit of technology initiatives.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary and benefits set forth in mutually-agreed-upon employment contract. Position is not affiliated with any bargaining unit.

**SOURCE:** Regular Board Meeting

**DATE:** July 17, 2002